



Michigan Supreme Court
State Court Administrative Office
Trial Court Services Division
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
Phone: (517) 373-4835

DATE: May 25, 2006

TO: Probate Registers
Case Management System Providers

FROM: Amy Byrd

RE: Annual Reporting Requirements;
Amendments to Caseload Reporting Form SCAO 22 and Instructions

As communicated to you in a memo from Carl Gromek dated April 6, 2006, our office will only be collecting annual caseload reports starting in 2006. However, courts can continue to use the Caseload Reporting System (CRS) for their own personal use to produce ad hoc reports for quarters 1 through 3 of Parts 1 and 2 and for any time frame for Part 4. Details regarding the use of CRS for this nonrequired ad hoc reporting will be provided in the near future.

Details regarding the use of CRS for the required annual caseload reporting and verification will be provided at the end of this year. For data entered manually through CRS, the report periods that can be selected will be Quarter 1, Quarter 2, Quarter 3, and Full Year. For data submitted through the upload feature, the file format must continue to use "4" as the value for the "QTR" field, although it will contain full-year data.

Enclosed are the revised Probate Court Caseload collection form and instructions. All of the revisions were made as a result of the change to annual reporting. Also enclosed is the File Format, which was revised by adding the following clarification to page 1: **("4" indicates full year reporting)**.

If you have any questions about these changes, please contact me at 517-373-4864.

cc: Trial Court Services
Regional Offices

PROBATE COURT CASELOAD				Year
<div style="border: 1px solid yellow; padding: 2px;">Complete Parts 1, 2, and 4 annually and transmit no later than 30 days following the end of the reporting period.</div>				
Preparer's name	Preparer's telephone no.	Court no. and designation	County or Location	

PART 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS**SECTION A: ESTATES, TRUSTS**

Line	CASE TYPE	DA	DE	DH	PE	TR	TT	TV
1	Beginning Pending Petitions							
2	New Filings							
3	Reopened Cases							
4	Number of Open Estates, Testamentary Trust, and Inter Vivos Trust Cases, January 1							

SECTION B: WILLS**SECTION C: CIVIL AND OTHER MATTERS**

Line	CASE TYPE	BR	CZ	ML
1	Beginning Pending			
2	New Filings			
3	Reopened			

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending Petitions										
2	New Filings										
3	Reopened Cases										
4	Guardianships/Conservatorships in System January 1										

OTHER FILINGS

Line	CASE TYPE	MI
5	Petition for Second Order	
6	Petition for Cont. Order	
7	Supplemental Petitions	
8	Petition for AOT	

General Reporting Instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by re-generating the report and transmitting the amended data according to procedures prescribed by SCAO.
- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases should not be reported.**
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages.
- When the probate court is processing circuit court family division cases, the statistics must be provided in the reporting format required for the circuit court family division.

Section A: Estates, Trusts - New Filings, and Reopened Cases

Line 1: Provide the number of beginning pending **petitions/applications** (includes both new and reopened) as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count **petitions/applications** opened on the filing date.

- An estate case is counted as a new filing when a petition/application is received for filing for a particular individual (subject of the petition/application) that does not have a prior case in that case type, when a case is received by your court after transfer from another court because of change of venue or jurisdiction where the original petition has not yet been disposed, or when a case is given another case type code (recoded) that has already been reported in Line 2 (see instructions for dispositions also). If a new estate filing includes a request for supervised administration, it must be assigned the case type code "DA". Do not count demands for notice (form PC 555). Do not count filing of letters of foreign personal representative here; see Section C.

Forms which may be used to file an estate case, to file a separate determination of heirs, or to register a trust include:

PC 553 (Petition to Determine Heirs, Separate Proceedings)

PC 556 (Petition and Order for Assignment)

PC 558 (Application for Informal Probate and/or Appointment of Personal Representative)

PC 559 (Petition for Probate and/or Appointment of Personal Representative)

PC 610 (Registration of Trust)

MC 316 or PC 608 (Order for Change of Venue)

- A testamentary trust case and trust inter vivos case is counted as a new filing when a petition regarding that trust is received for filing and there are no other pending petitions on that particular trust.
- A request to enter trust is counted as a TR when registration of trust is received for filing.

Court rules and statutes associated with opening an estate or a trust case are MCR 5.101(B), 5.127, 5.128, 5.308(B), 5.309, 5.310, and 5.501 and MCL 700.1303, 700.1302, 700.3106, 700.3301, 700.3402, 700.3502, 700.3614, 700.7102, and 700.7206.

Line 3: Under the appropriate case type codes, provide the total number of **reopened cases**. Count cases reopened only if they have been previously counted as disposed.

- An estate case is counted as a reopened case:
 - when a petition to reopen is filed after the appointment of the personal representative terminates (personal representative discharged and estate closed).
 - when a subsequent petition is filed for the appointment of fiduciary when a previous petition filed in that case did not request the appointment of a fiduciary.
 - when an amended petition is filed for assignment in a small estate.
 - when some activity occurs that reactivates a case that has been administratively closed for statistical purposes.

Court rules associated with reopening of cases are MCR 2.102(G), 2.502(C), 5.312, 7.101(M), 7.215(D), 7.216(A), and 7.317. For RPC cases, see also MCR 5.709(J).

Line 4: Under the appropriate case type codes, provide the total number of estate **cases** that are open as of January 1, the total number of testamentary trust **cases** that are open as of January 1, and the total number of inter vivos trust **cases** that are open as of January 1. Do not include cases closed administratively. An open testamentary trust or inter vivos case includes a pending petition as defined in Line 2 above and any trust under court supervision.

Section B: Wills - Filings A will is counted as a filing when it is received. Count each will filed for safekeeping and each will delivered after the death of the testator but before any estate case is opened.

Section C: Civil and Other Matters - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending **cases** as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing or when a case is transferred from circuit or district court for any reason.
 - Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case include:

MC 01 (Summons and Complaint)

MC 35 (Complaint, Claim and Delivery)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, and 3.105(C).

- Other matters (BR and ML case-type codes) are counted as a new filing when a petition is received for filing and there are no other pending petitions on that case for that particular individual. Existing programs which break out various codes now under the "ML" case-type code can be maintained and the petitions simply reported under "ML". Count letters of foreign personal representative as an "ML" upon filing.

Forms which may be used to open a delayed registration of foreign birth or a miscellaneous case include:

PC 551 (Petition and Order to Open Safe Deposit Box to Locate Will or Burial Deed)

PC 549 (Petition to Establish Death of Accident or Disaster Victim)

PC 611 (Petition for Substance Abuse Treatment and Rehabilitation Services)

PCA 350 (Motion and Order for Delayed Registration of Foreign Birth)

Some of the court rules and statutes associated with opening a miscellaneous case are MCR 5.101 and MCL 333.2830, 333.6124 and 700.1207, 700.1208, and 700.2517.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
 - a judgment is set aside, a settlement agreement is set aside, when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
 - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
 - reinstated after dismissal.
 - remanded or returned from another court.

Court rules associated with reopening a civil case are MCR 2.102(F), 2.503(C), 2.603(D), 7.215(D), and 7.317.

Section D: Guardianships, Conservatorships, Admissions, Mental Commitments - New Filings and Reopened Cases

This section applies to both adults and minors

Line 1: Provide the number of beginning pending **petitions** as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count petitions opened on the filing date.

- A guardianship or conservatorship is counted as a new filing when a petition is received for filing on an individual that does not currently have a case in that case type, or when a case is received by your court after transfer from another court because of change of venue or jurisdiction where the original petition has not yet been disposed. Do not count requests for notice (form PC 624).
 - Count as a new filing when all fiduciaries are released from acceptance of appointment and/or a bond is cancelled on a particular case type and a new petition is received for filing for a particular individual with the same case type, including petitions for partial guardian of individual with developmental disability (for which the order expires every 5 years).
 - Count a petition for a protective order under "PO" when not filed in conjunction with a petition for conservatorship.
 - Count a petition for appointment of conservator **and** protective order as a conservatorship case.
 - When more than one petition is received for filing on a particular individual for more than one case type (i.e., conservatorship and guardianship), count each case type as a separate case, **except** when a petition for conservatorship and protective order are filed in the same petition together.

Forms which may be used to file a guardianship or conservatorship case include:

PC 625 (Petition for Appointment of Guardian of Incapacitated Individual)

PC 639 (Petition for Appointment of Conservator and/or Protective Order)

PC 650 (Petition for Appointment of Limited Guardian of Minor)

PC 651 (Petition for Appointment of Guardian of Minor)

PC 658 (Petition for Appointment of Guardian, Individual with Developmental Disability)

MC 316 or PC 608 (Order for Change of Venue)

- A mental commitment is counted as a new filing when form PCM 201 (Petition/Application for Hospitalization), form PCM 202 (Objection to Hospitalization of Minor), form PCM 237 (Petition for Continued Hospitalization of a Minor), or form PCM 242 (Petition for Assisted Outpatient Treatment) is filed.
- A judicial admission is counted as a new filing when form PCM 224 (Petition for Judicial Admission) or PCM 203 (Objection to Administrative Admission of Developmentally Disabled Person) is filed.

Court rules and statutes associated with opening a guardianship, conservatorship, judicial admission, or mental commitment case are MCR 5.101(B), 5.105, 5.127, 5.401, 5.402, and 5.745 and MCL 330.1433, 330.1434, 330.1498m, 330.1511, 330.1516, 330.1609, 330.1623, and 700.5204, 700.5205, 700.5401, and 700.5404.

Line 3: Under the MI case type code, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A MI case is counted as a reopened case when a demand for hearing is filed after the petition was reported disposed under "deferred" (Part 2, Section D, Line 5),

Line 4: Under the appropriate case type codes, provide the total number of individuals under a guardianship or conservatorship as of January 1.

Line 5: Under the MI case type code, provide the total number of subsequent petitions (*form PCM 218*) filed for a second order. [MCL 330.1472a(2), 330.1473]

Line 6: Under the MI case type code, provide the total number of subsequent petitions (*form PCM 218*) filed for a continuing order. [MCL 330.1472a(3), 330.1473]

Line 7: Under the MI case type code, provide the total number of supplemental petitions for examination (*form PCM 209 - Supplemental Petition to Application for Hospitalization and Order for Examination and form PCM 209a - Supplemental Petition for Examination/Hospitalization and Order*) [MCL 330.1428, 330.1434] and the total number of petitions to transport minor (*form PCM 240 - Petition and Order to Transport Minor*). [MCL 330.1498t]

Line 8: Under the MI case type code, of the total number of new petitions reported in Line 2, provide the number that were for assisted outpatient treatment (form PCM 242).

PROBATE COURT CASELOAD - PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

General Reporting Instructions: When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Enter in the appropriate lines the method or record of disposition of the petition for each of the case type codes. In the following instructions, the term "petition" includes an "application". In addition, enter in the appropriate lines the number of cases that have been closed during the reporting year.

SECTION A: ESTATES, TRUSTS

Line	CASE TYPE	DA	DE	DH	PE	TT	TV
1	Granted						
2	Order Determining Testacy/Heirs						
3	Denied						
4	Transferred						
5	Withdrawn/Dismissed						
6	Case Type Change						

Line	CASE TYPE	DA	DE	TT	TV
7	Administratively Closed				
8	Cases Closed				

Line	Estates Under Supervised Administration
9	Total estate cases supervised by the court during the year

Line 1: Granted (*forms PC 556, 568, PC 569*) [MCR 5.308, 5.309, 5.402] - Count each estate and testamentary trust petition disposed when **appointment of personal representative/fiduciary** is granted by order (or register's statement). If there are multiple petitions filed with the court, count the case disposed here if a personal representative is appointed. Count each petition of a trust inter vivos case disposed when granted by order. Count each petition for assignment disposed when granted by order.

Line 2: Order Determining Heirs/Order Admitting Will (*forms PC 554, PC 568, PC 569*) [MCR 5.308(B)] - Count each estate petition disposed by order determining heirs when no personal representative is appointed. Count each estate petition disposed by register's statement admitting will when no personal representative is appointed.

Line 3: Denied (*form PC 568, PC 569*) [MCR 5.308, 5.309] - Count each estate, assignment, testamentary trust, and inter vivos trust petition disposed when denied by order (or register's statement). If there are multiple petitions filed with the court, count the case disposed here if **all** petitions are denied.

Line 4: Transferred (*form PC 608 or MC 316*) [MCR 2.226, 2.227, 5.128, MCL 700.1303] - Count each estate, testamentary trust, and inter vivos petition transferred to another court.

Line 5: Withdrawn/Dismissed - Count each estate, assignment, testamentary trust, and inter vivos trust petition withdrawn by the petitioner or dismissed by the court for no progress or other reason.

Line 6: Case Type Change - When a case is counted as a new filing under DA (or DE), and the case type code is changed at disposition to DE (or DA), count the initial DA (or DE) case as disposed on this line. The new case type code would then need to be recorded under new filings and then appropriately disposed of. Do not count post-dispositional case type changes such as when a case is placed under supervised administration some time after disposition of the initial petition in the case.

Line 7: Administratively Closed (*form PC 599*) [MCR 5.144] - Count each estate, testamentary trust, and inter vivos trust case administratively closed for statistical purposes.

Line 8: Cases Closed (*form PC 592 or PC 597*) [MCR 5.308(B)(2)(d), 5.311] - Count each estate case closed when order of discharge is entered or certification of completion is filed. Count each testamentary trust and inter vivos case closed upon disposition of the petition as defined in Part 1, Line 2 except that when the trust is supervised, count it closed upon the termination of court supervision. Except as otherwise instructed above, if a new filing is disposed under Lines 2, 3, 4, 5, or 6, count it closed also.

Line 9: Supervised Estates - Count every estate that was under supervised administration at some point during the entire reporting year.

File Formats for the Submission of Electronic Caseload Data Caseload Reporting System

1 Introduction

This document describes the record layout for submitting data electronically to the Caseload Reporting System (CRS). Data so submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the CRS to understand the data and store it properly.

1.1 Submission Mechanism

The CRS project has determined requirements for the technique to be used by courts to submit electronic data files. The following describes the technique to be employed.

The CRS includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to an application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view submitted data using web-based data entry screens.

2 Electronic Data File Format

2.1 General Format

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field ("") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the type of data (Probate court) and the quarter, year, county, court code, as well as the part, section, bar number (Part 4 only), action, and case type combine to refer to a single field on a particular caseload report form. The bar number is required for Part 4; for Parts 1 and 2, the field for the bar number should appear as a value of 0. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2 Record Format:

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","PART","SECTION","BAR NUMBER","ACTION","CASETYPE","VALUE"

2.2.1 Field Definitions

"TYPE" = Data Type: "P" (probate)
"QTR" = Report Quarter "1", "2", "3", or "4" ("4" indicates full year data)
"YEAR" = Report Year "2002", "2003", etc.

File Formats for the Submission of Electronic Caseload Data
Caseload Reporting System

Last updated May 15, 2006; effective for reports submitted after January 1, 2007

"COURT"	= Court Number as defined below
"COUNTY"	= County Name that, along with the court number, identifies a specific court jurisdiction
"PART"	= "1", "2", or "4"
"SECTION"	= "A", "B", "C", etc.
"BAR NUMBER"	= A 7 digit code as defined below
"ACTION"	= A 2 to 4 digit code as defined below
"CASE TYPE"	= A 2 digit code as defined below
"VALUE"	= Null value ("") or whole number value of 0 or greater

Examples: "P","1","2003","D83","Wayne","1","A","0","BP","DA","0"
"P","1","2003","P83","Wayne","2","A","0","GR","DA","1"
"P","4","2003","P83","Wayne","4","A","P000000","DP1","DA","1"

The first example is for probate data ("P"), first quarter ("1"), year 2003, Wayne County Probate ("P83"), Part 1, Section A, 0 (since there is no Bar Number for Part 1), action Beginning Pending ("BP"), case type DA, with a value of zero.

The second example is for probate data ("P"), first quarter ("1"), year 2003, Wayne County Probate ("P83"), Part 2, Section A, 0 (since there is no Bar Number for Part 2), action Petition Granted ("GR"), case type DA, with a value of 1.

The third example is for probate data ("P"), fourth quarter ("4"), year 2003, Wayne County Probate ("P83"), Part 4, Section A, Bar Number (as required for Part 4), contested matter resolved within 182 days ("DP1"), case type DA, with a value of 1.

This format provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. It is possible, though improbable, that probate, circuit, and district data can be intermixed, record by record, and that the values can be listed in no particular order regarding their section, part, action, or case type. It is likely that the reports used to create a data file will create the records in sequence; for example all the part 1 data listed from section A through the last section, and all the actions and case types grouped together. This approach duplicates what might be considered header information on every detail line.

2.2.2 Field Names, Attributes, and Length:

<u>Field Name</u>	<u>Attributes</u>	<u>Max Length</u>
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric, -	5
COUNTY	Alphabetic	25
PART	Numeric	1
SECTION	Alphabetic	1
BAR NUMBER	Alphabetic, Numeric	7
ACTION	Alphabetic	4
CASETYPE	Alphabetic	2
VALUE	Numeric	6

File Formats for the Submission of Electronic Caseload Data
Caseload Reporting System

Last updated May 15, 2006; effective for reports submitted after January 1, 2007

2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data. That is, if a particular field is missing, or has a null value (""), the submission will be accepted, and the data available will be processed.

Subsequent submissions will overwrite the existing values in the database unless the append feature is selected. However, if a field in the submitted file has a null value ("") it will be ignored, and the existing value in the database, if any, will remain. Similarly, missing values in subsequent submissions will not affect existing values in the database. Any non-null values (zero or greater) will be used to overwrite existing data for that court, in that year, and the particular quarter.

2.2.4 Court Codes and Counties

The following table lists probate court codes and their counties which together create a unique identifier for each jurisdiction. Data must be submitted for the jurisdiction, as listed below.

2.2.4.1 List of Unique Court Code and Location Name Combinations

PROBATE			PROBATE			PROBATE		
Court Code	County	Jurisdiction	Court Code	County	Jurisdiction	Court Code	County	Jurisdiction
P01	Alcona	Alcona County	P19	Clinton	Clinton County	P36	Iron	Iron County
P03	Allegan	Allegan County	P20	Crawford	Crawford County	P37	Isabella	Isabella County
P04	Alpena	Alpena County	P21	Delta	Delta County	P38	Jackson	Jackson County
P05	Antrim	Antrim County	P22	Dickinson	Dickinson County	P39	Kalamazoo	Kalamazoo County
P06	Arenac	Arenac County	P23	Eaton	Eaton County	P40	Kalkaska	Kalkaska County
P07	Baraga	Baraga County	P25	Genesee	Genesee County	P41	Kent	Kent County
P08	Barry	Barry County	P27	Gogebic	Gogebic County	P42	Keweenaw	Keweenaw County
P09	Bay	Bay County	P28	Grand Traverse	Grand Traverse	P43	Lake	Lake County
P10	Benzie	Benzie County	P29	Gratiot	Gratiot County	P44	Lapeer	Lapeer County
P11	Berrien	Berrien County	P30	Hillsdale	Hillsdale County	P45	Leelanau	Leelanau County
P12	Branch	Branch County	P31	Houghton	Houghton County	P46	Lenawee	Lenawee County
P13	Calhoun	Calhoun County	P32	Huron	Huron County	P47	Livingston	Livingston County
P14	Cass	Cass County	P33	Ingham	Ingham County	P50	Macomb	Macomb County
P16	Cheboygan	Cheboygan County	P34	Ionia	Ionia County	P51	Manistee	Manistee County
P17	Chippewa	Chippewa County	P35	Iosco	Iosco County	P52	Marquette	Marquette County
P53	Mason	Mason County	P68	Oscoda	Oscoda County	P82	Wayne	Wayne County
P55	Menominee	Menominee County	P69	Otsego	Otsego County	P83	Wexford	Wexford County
P56	Midland	Midland County	P70	Ottawa	Ottawa County	PD05	Alger	Alger County
P57	Missaukee	Missaukee County	P71	Presque Isle	Presque Isle County	PD05	Schoolcraft	Schoolcraft County
P58	Monroe	Monroe County	P72	Roscommon	Roscommon County	PD06	Luce	Luce County
P59	Montcalm	Montcalm County	P73	Saginaw	Saginaw County	PD06	Mackinac	Mackinac County
P60	Montmorenc	Montmorency County	P74	St. Clair	St. Clair County	PD07	Charlevoix	Charlevoix County
P61	Muskegon	Muskegon County	P75	St. Joseph	St. Joseph County	PD07	Emmet	Emmet County
P62	Newaygo	Newaygo County	P76	Sanilac	Sanilac County	PD17	Clare	Clare County
P63	Oakland	Oakland County	P78	Shiawassee	Shiawassee County	PD17	Gladwin	Gladwin County
P64	Oceana	Oceana County	P79	Tuscola	Tuscola County	PD18	Mecosta	Mecosta County
P65	Ogemaw	Ogemaw County	P80	Van Buren	Van Buren County	PD18	Osceola	Osceola County
P66	Ontonagon	Ontonagon County	P81	Washtenaw	Washtenaw County			

2.3 Probate Court Specifications

2.3.1 Action Code Definitions

2.3.1.1 Part 1: New Filings, Reopened Cases, and Other Matters

BP = Beginning Pending

NF = New Filings

RE = Reopened

OP = Number of open estates, testamentary trusts, inter vivos trust, guardianship, and conservatorship cases as of January 1 of each year

[This field is submitted only once each year, in the first quarter report]

WS = number of wills filed for safekeeping

PSO = Petition for Second Order

PCO = Petition for Continuing Order

AP = Applications

PAO = Petition for Assisted Outpatient Treatment

2.3.1.2 Part 2: Record or Method of Disposition/Record of Closed Cases

GR = Petition was Granted

DE = Petition was Denied

TR = Petition was Transferred

WD = Petition was Withdrawn or Dismissed

TC = Case Type Code on the Petition was Changed

OD = Order Determining Testacy when associated with DE

Order Determining Heirs when associated with DH

Other Disposition when associated with CZ

AC = Case was Administratively Closed

CC = Case was Closed other than Administratively

OS = The individual who was the subject of the case is no longer in the system

JV = Jury Verdict

BV = Bench Verdict

UDS = Uncontested, Default, Settled

TR = Transferred

DP = Dismissed by Party

DC = Dismissed by Court

IS = Inactive Status

DF = Deferred

SOG = Second Order Granted

SOD = Second Order Denied

COG = Continuing Order Granted

COD = Continuing Order Denied

AOG = Petition for AOT Granted

AOD = Petition for AOT Denied

2.3.1.4 Part 4: Case Age

Section A

DP1 = Disposed within 182 days
DP2 = Disposed from 183 to 273 days
DP3 = Disposed from 274 to 364 days
DP4 = Disposed after 364 days
PE1 = Pending through 182 days
PE2 = Pending from 183 to 273 days
PE3 = Pending from 274 to 364 days
PE4 = Pending over 364 days

Section C

DP5 = Disposed within 364 days
DP6 = Disposed from 365 to 545 days
DP7 = Disposed from 546 to 728 days
DP8 = Disposed after 728 days
DP9 = Disposed within 35 days
DP10 = Disposed after 35 days
PE5 = Pending through 364 days
PE6 = Pending from 365 to 545 days
PE7 = Pending from 546 to 728 days
PE8 = Pending over 728 days
PE9 = Pending through 35 days
PE10 = Pending over 35 days

Section D

DP11 = Disposed within 182 days
DP12 = Disposed from 183 to 273 days
DP13 = Disposed from 274 to 364 days
DP14 = Disposed after 364 days
DP15 = Disposed within 14 days, no demand
DP16 = Disposed from 15 to 28 days, no demand
DP17 = Disposed after 28 days, no demand
DP18 = Disposed within 14 days, demand
DP19 = Disposed from 15 to 28 days, demand
DP20 = Disposed after 28 days, demand
PE11 = Pending through 182 days
PE12 = Pending from 183 to 273 days
PE13 = Pending from 274 to 364 days
PE14 = Pending over 364 days
PE15 = Pending through 14 days, no demand
PE16 = Pending from 15 to 28 days, no demand
PE17 = Pending after 28 days, no demand

PE18 = Pending through 14 days, demand
PE19 = Pending from 15 to 28 days, demand
PE20 = Pending over 28 days, demand

2.3.2 Case Type Code Definitions

All authorized case type codes are defined in the Case File Management Standards, Component 39. They have been reproduced in this manual.

2.3.3 Possible Combinations of Action Codes and Case Type Codes

The following are the possible combinations of action codes and case type codes by Part and Section.

2.3.3.1 Part 1: New Filings, Reopened Cases, And Other Matters

Section A: Estates, Trusts - New Filings, Reopened Cases, and Other Matters

BPDA	BPPE	NFDA	NFPE	NFTV	REPE	OPTT
BPDE	BPTT	NFDE	NFTR	REDA	OPDA	OPTV
BPDH	BPTV	NFDH	NFTT	REDE	OPDE	

Section B: Wills - New Filings, Reopened Cases, and Other Matters

WSWS

Section C: Civil, Other Matters - New Filings, Reopened Cases, and Other Matters

BPCZ	NFBR	NFML
BPML	NFCZ	RECZ

Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments - New Filings, Reopened Cases, and Other Matters

BPCA	BPGM	NFCA	NFGM	REMI	OPGL	APMI
BPCY	BPJA	NFCY	NFJA	OPCA	OPGM	PAOMI
BPDD	BPLG	NFDD	NFLG	OPCY	OPLG	
BPGA	BPMI	NFGA	NFMI	OPDD	PSOMI	
BPGL	BPPO	NFGL	NFPO	OPGA	PCOMI	

2.3.3.2 Part 2: Record Or Method Of Disposition And Record Of Closed Cases

Section A: Estates, Trusts - Record or Method of Disposition and Record of Closed Cases

GRDA	ODDE	DEPE	TRTT	WDPE	ACDA	CCDE
GRDE	ODDH	DETT	TRTV	WDTT	ACDE	CCTT
GRPE	DEDA	DETV	WDDA	WDTV	ACTT	CCTV
GRTT	DEDE	TRDA	WDDE	TCDA	ACTV	SADA
GRTV	DEDH	TRDE	WDDH	TCDE	CCDA	

Section C: Civil, Other Matters - Record or Method of Disposition and Record of Closed Cases

JVCZ	UDSCZ	DPCZ	ISCZ	GRML	TRML
BVCZ	TRCZ	DCCZ	ODCZ	DEML	WDML

Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments - Record or Method of Disposition and Record of Closed Cases

GRCA	GRDD	GRGL	GRJA	GRMI	SOGMI	DECY	DEGA
GRCY	GRGA	GRGM	GRLG	GRPO	DECA	DEDD	DEGL

File Formats for the Submission of Electronic Caseload Data
Caseload Reporting System

Last updated May 15, 2006; effective for reports submitted after January 1, 2007

DEGM	TRCY	TRMI	WDGL	DFMI	TCJA	ACGA	OSGA
DEJA	TRDD	TRPO	WDGM	TCCA	TCLG	ACGL	OSGL
DELG	TRGA	COGMI	WDJA	TCCY	TCMI	ACGM	OSGM
DEMI	TRGL	WDCA	WDLG	TCDD	TCPO	ACLG	OSLG
DEPO	TRGM	WDCY	WDMI	TCGA	ACCA	OSCA	AOGMI
SODMI	TRJA	WDDD	WDPO	TCGL	ACCY	OSCY	AODMI
TRCA	TRLG	WDGA	CODMI	TCGM	ACDD	OSDD	

2.3.3.4 Part 4: Case Age

Section A: Estates, Trusts – Case Age

DP1DA	DP2DH	DP3TV	PE1DE	PE2TT	PE4DA
DP1DE	DP2TT	DP4DA	PE1DH	PE2TV	PE4DE
DP1DH	DP2TV	DP4DE	PE1TT	PE3DA	PD4DH
DP1TT	DP3DA	DP4DH	PE1TV	PE3DE	PE4TT
DP1TV	DP3DE	DP4TT	PE2DA	PE3DH	PE4TV
DP2DA	DP3DH	DP4TV	PE2DE	PE3TT	
DP2DE	DP3TT	PE1DA	PD2DH	PE3TV	

Section C: Civil, Other Matters – Case Age

DP5CZ	DP7CZ	DP9ML	PE5CZ	PE7CZ	PE9ML
DP6CZ	DP8CZ	DP10ML	PE6CZ	PE8CZ	PE10ML

Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments – Case Age

DP11CA	DP12PO	DP14LG	PE11CY	PE13CA	PE14PO
DP11CY	DP13CA	DP14PO	PE11DD	PE13CY	PE15MI
DP11DD	DP13CY	DP15MI	PE11GA	PE13DD	PE15JA
DP11GA	DP13DD	DP15JA	PE11GL	PE13GA	PE16MI
DP11GL	DP13GA	DP16MI	PE11GM	PE13GL	PE16JA
DP11GM	DP13GL	DP16JA	PE11LG	PE13GM	PE17MI
DP11LG	DP13GM	DP17MI	PE11PO	PE13LG	PE17JA
DP11PO	DP13LG	DP17JA	PE12CA	PE13PO	PE18MI
DP12CA	DP13PO	DP18MI	PE12CY	PE14CA	PE18JA
DP12CY	DP14CA	DP18JA	PE12DD	PE14CY	PE19MI
DP12DD	DP14CY	DP19MI	PE12GA	PE14DD	PE19JA
DP12GA	DP14DD	DP19JA	PE12GL	PE14GA	PE20MI
DP12GL	DP14GA	DP20MI	PE12GM	PE14GL	PE20JA
DP12GM	DP14GL	DP20JA	PE12LG	PE14GM	
DP12LG	DP14GM	PE11CA	PE12PO	PE14LG	